

Weekly Report for Week Ending
28 October from
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 35 actions requiring the printing of 582,850 copies or sets of blank forms. This represents an increase in the number of actions and copies compared to the FY 59 weekly average of 27 actions and 428,000 copies.
- (2) Five new and 13 revised forms were approved.
- (3) One form was obsoleted.
- (4) One form was redesignated.
- (5) The Agency Chain Envelope and Courier Receipt project was completed. Written instructions for use of the receipt and the envelope have been given to the BSO's and the Area Records Officers. The BSO's will give the instructions to the customers when requests for the Envelopes and/or Receipts are received. [REDACTED] 25X1A9a

b. Intangible

- (1) Developed a 5 part NCR overprint of Form 237 which will be used to notify DDP/RI, OC/Registry, OL/SD/DCCS, OL/SD/Cataloging and Office of the Comptroller whenever a shipping category is established for a new form or changed on an old form. [REDACTED] 25X1A9a
- (2) Security Staff, New Building Site - The clerical pool has started assembling the kits which will be used for badge processing. Furniture and equipment will be moved to the site this week. Signs for the construction workers processing area will be installed this week. [REDACTED] 25X1A9a

2. Assignments Active

1. Except as noted in 1a5 above all projects are progressing normally.
2. Thirteen new and 14 revisions are pending.
3. Nine suggestions are being evaluated.

3. News 25X1A9a

Mr. [REDACTED] attended the Saturday morning Seminar on Paperwork Management sponsored by the Washington Chapter of SAM.

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